

Sheboygan County Treasurer's Office  
Additional Property Tax Information

Important Real Estate Reminders

- If you own multiple properties, check to make sure you have a bill or notice for each property.
- If your tax is \$100.00 or less, it must be paid in full by the first installment due date to avoid interest and penalty.
- If you pay your first installment or second installment property tax after the due dates, interest and penalty will be added to your unpaid tax. The later you pay, the greater the interest and penalty.
- Due date of first installment, or full payment is January 31<sup>st</sup>.
- Due date for second installment payment is July 31<sup>st</sup>.
- If you do not pay at least your first installment by the first installment due date, you forfeit your second installment option and the entire unpaid tax becomes due with interest and penalty.
- All first installment taxes are collected by the local municipality. Examine your bill for additional collection information.
- The Sheboygan County Treasurer's office collects second installment taxes for all 28 municipalities.
- All delinquent real estate property taxes need to be paid to the Sheboygan County Treasurer's office. Delinquent payments are accepted in our office year round. Call our office at 920-459-3015 for a payoff amount; to arrange a payment plan; to set up a voluntary wage assignment; or to set up a recurring electronic funds transfer (EFT).
- All payments must be postmarked on or before the due date.
- Always examine your statement for a Lottery and Gaming Credit. If you do not see this credit on your bill, and feel you may qualify, please call our office at 920-459-3015 and a team member will be happy to help you.

Important Personal Property Reminders

- All taxes on personal property, except for improvements on leased land, shall be paid in full on or before January 31<sup>st</sup>.
- All personal property payments, including delinquent payments need to be paid to the local treasurer.
- All payments must be postmarked on or before the due date.

Second Installment and Delinquent Methods of Payment

- Online - You may pay your second installment and delinquent property taxes online by e-check, VISA debit, or credit card by going to the address: <http://www.co.sheboygan.wi.us>. Click on "Pay Taxes", or call 1-877-812-8074 to pay by credit card over the telephone. A convenience fee of \$1.50 for e-checks, \$3.95 for Visa debit, and 2.39% of credit card amount will be charged. We are very excited to provide these online payment and telephone options for all taxpayers who called and requested these services. If you haven't already tried this method of payment, Laura Henning-Lorenz, Sheboygan County Treasurer, highly recommends that you do so. E-check, Visa debit, and credit card payments give taxpayers the ability to pay taxes 24 hours a day, 7 days a week. By using our online tax payment system you will have no problems trying to find a parking place and you will not wait in line.
- Drop Box – Our office has a curb-side drop box located on New York Avenue near the intersection of 5<sup>th</sup> Street and New York Avenue.
- Bank – This option is available for second installment payments. Please examine your tax notice, usually mailed by mid-June, for available bank lobby locations.
- Mail - A check or money order from a U.S. Bank is also an acceptable method of payment. The bank routing number must be encoded along the bottom edge of the check or money order. Payments not meeting these requirements cannot be accepted.

You may mail your check or money order via USPS; however; if you are mailing near a due date, make sure your mail gets properly postmarked. You may want to consider certified mail. If you are requesting a receipt, enclose a self-addressed stamped envelope. Make your check or money order payable and mail your payment to the following address:

Sheboygan County Treasurer  
County Administration Building  
508 New York Avenue–Room 109  
Sheboygan, WI 53081-4126

- In Person - Our office also accepts U.S. currency. We do not recommend paying your property taxes by U.S. currency, but if you decide to pay by that method, please do so in person. Many taxpayers find parking in downtown Sheboygan inconvenient, so we recommend one of the other payment options mentioned above. When paying in person, our office is located at the following address:

Sheboygan County Treasurer  
County Administration Building  
508 New York Avenue–Room 109  
Sheboygan, WI 53081-4126

#### How to Determine If Your Taxes Are Escrowed

- Please contact your mortgage company. Your mortgage company can tell you if they have been reserving funds from each mortgage payment to pay your property taxes. Your mortgage company can also tell you when they expect to make payment on your behalf.

#### Payment Not Received On Time

- Wisconsin law requires that interest be added to all property tax payments that are not postmarked or received by the due date. Sheboygan County Ordinance requires that penalty be added to all property tax payments that are not postmarked or received by the due date.